

25 May 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM: [REDACTED]
Chief, Information Systems Analysis Staff
SUBJECT: Inventory of Word Processing - 1976

STATINTL

1. Background

The attached Headquarters inventory of Word Processing Equipment (typewriting and dictation) was undertaken by the Micrographics Program Branch of this Staff to provide a data base for the evaluation of the word processing activity in the Agency. Information in this data base will assist in developing policy, guidance and uniform practices throughout the Agency with a view to establishing a cost effective program and efficient management of resources.

2. Analysis

a. This is our initial inventory. Although there is no other data available for comparison, certain significant facts emerge:

Typewriting and Composition Equipment

Straight Rental	270	\$62,737.46 (per month)
Extended Lease	73	17,594.55 (per month)
Purchase	31	155,407.38

Dictation Equipment - Purchased	134	51,333.55
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The total yearly rental in \$963,984.12. When added to the cost of purchased equipment, the Agency's investment in word processing equipment amounts to \$1.2 million.

b. Word processing equipment is in use throughout the Agency. For example, OTR's TAP center provides centralized typing support; OP's Correspondence and Applicants Branch produces 25,000 letters annually, OCI's OMNITEXT is a word processing/composition system; several components are installing equipment to improve the effectiveness of their operations; studies have been undertaken in OEL, DCD, NPIC by IBM to review current requirements; DDS&T/Planning Staff is developing a sophisticated system

involving the exchange of magnetic cards at several levels for modification and production of planning and budgetary information; DDI formed a task group to ensure a coordinated approach to Agency publications.

c. Components are looking to ISAS for guidance and policy. The problem of undesirable levels of emanations from word processing equipment will be with us until new and more sophisticated equipment comes on the market. We are working with OS/ISSG and OC/COMSEC to develop measures of control over equipment being brought into the Agency. We may wish to embark on a policy of renting equipment for Headquarters building use, and purchasing equipment for buildings outside Headquarters modifying, if necessary, to meet acceptable levels of emanations. We have approached the manufacturers and found a limited interest in developing emanations-free equipment unless we can provide some assurance of future sales.

d. Because of compartmentation and structure of some of our components, the establishment of word processing centers in the Agency may have limited application. However, the working group concept centered around one or more word processors should prove more suited to our needs. In fact, many components are going in that direction, some with the ultimate goal of eventually establishing a center.

e. Presently ISAS is devoting one-half staff year to word processing. With your endorsement of the role that the DDA should play with respect to word processing as noted below, we propose to devote one full staff year to manage this activity on an Agency-wide basis. We intend to do this with the help and expertise which exists in other Agency components by organizing and chairing a word processing working group. This working group under the aegis of ISAS would then (1) provide a focal point to coordinate the activity throughout the Agency, (2) establish standards and guidelines, and disseminate Agency policy, (3) concur in the procurement of equipment, and (4) participate in systems studies of potential word processing applications. If you concur with the DDA role relating to word processing, we will proceed accordingly.

STATINTL

CONCUR:

/s/ John F. Blake

28 MAY 1976

Deputy Director for Administration
Distribution:

Original - DDA (to be returned ISAS)

2 - DDA Chrono Subject

1 - MPB

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ADD/A	28 MAY 1976	<i>[Signature]</i>
2	DDA		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Summary is good guide but has gaps e.g. 1) O/DDA does not include Plans Staff & this office 2) DTS is not included & they must have some equipment. These omissions will be picked up on a future inventory.</p>			
FOLD HERE TO RETURN TO SENDER			
NO.		DATE	
[Redacted]		27 MAY 1976	

STATINTL

ROUTING AND RECORD SHEET DD/A Registry				
Approved For Release 2001/04/05 : CIA-RDP79-00498A000200060006-7				
SUBJECT: (Optional)				
STATINTL				
FROM:		EXTENSION	NO.	
C/ISAS <i>ERP</i>		5226	DATE 25 May 1976	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <i>AI/DDA</i>	26 MAY 1976		<i>[Signature]</i>	<p>1 to 4:</p> <p>The attached summary of the Agency's word processing equipment situation might be useful background for your upcoming trip <i>[Redacted]</i></p> <p>Please note also that paragraphs 2d and e speak to policy matters on which Cal has asked for your concurrence. I believe the approach recommended is worth a try.</p> <p>STATINTL <i>[Redacted]</i></p> <p><i>I believe the recommendation in Para 1e is badly needing fulfillment</i></p> <p>STATINT <i>[Redacted]</i></p>
2. <i>EO-DDA</i>	27 MAY 1976		<i>[Signature]</i>	
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